

State of Utah FY 2016 Unified Funding Application Instructions

The State Community Services Office appreciates the feedback we received during the FY 2015 application process. We recognize the uniqueness of each of our diverse community partners and the many programs they operate for the various populations they serve. We continually strive to make the Unified Funding application a valuable tool to help make the difficult funding decisions that must be made due to the limited resources available. Our State Legislature and Federal partners continue to request more in-depth information regarding the return on investment for our precious taxpayer funds. We strive to balance the demand for transparency and accountability with the need to identify and provide quality performance data to illustrate successful outcomes of the programs supported by this funding. To this end, we have revised some of the features of the application this year. Please read the following instructions carefully.

Again this year we are giving you the opportunity to provide a narrative about your agency's mission, your programs, the populations you serve, and the needs you see in your community. You will be able to attach "your story" in a separate document in the Attachments component of the application. This will help eliminate the need to provide a lengthy narrative in the Scope of Work section of the Budget Worksheet component so you can simply state how the funds will be used if awarded.

The State Community Services Office, within the Housing and Community Development Division of the Utah Department of Workforce Services, is located at 1385 South State Street – 4th Floor, Salt Lake City, UT 84115. Information about our office can be found on our website at www.jobs.utah.gov/housing/scso. The best way to contact us is via email. For questions regarding programs contact Andrew Gray at andrewgray@utah.gov; for questions regarding navigating the Web Grants application contact Doug Lee at dclee@utah.gov; for questions regarding funding priorities, performance measures, and making your application competitive contact Tamera Kohler at tkohler@utah.gov; and for Continuum of Care questions contact Ashley Barker-Tolman at atolman@utah.gov.

Starting an Application

- 1) Login to Web Grants or Register at: <https://webgrants.community.utah.gov/index.jsp>
- 2) Select "**Apply for Grants**"
- 3) Select "**FY 2016 Unified Funding Application**"
- 4) Read the **Project Overview**
- 5) Scroll down to the **Attachments** section, open and review the information in the following documents:
 - **Application Instructions.** SCSO recommends that you print the instructions document for reference as you navigate the application.
 - **Definitions Document.** This information will help you to become familiar with the Program Categories and the Services or Activities which may be funded through this application; we recommend you print this document for reference as you navigate the application.
 - **Case Management Guidelines** adopted by the State Homeless Coordinating Committee.
- 6) Under **Additional Documentation**, there is a link to our website where you can find more information on programs and funding priorities.
- 7) Select "**Apply**" in the upper right hand corner of the "Opportunity Details" box

The Unified Funding Application has four components:

- 1) General Information
- 2) Continuum of Care
- 3) Budget Worksheet
- 4) Attachment Checklist

You must complete all four components and click on the "[Submit](#)" button to officially submit your application. Applications are due no later than 5:00 PM Friday, March 27, 2015.

The **General Information**, **Continuum of Care**, and **Attachment Checklist** components need only be completed once per application.

For the **Budget Worksheet** component, you will need to complete a separate Budget Worksheet (including the Scope of Work section) for each service or activity for which you are requesting funding. You can create multiple Budget Worksheets within a single application by clicking on “**Add**” as described in the detailed instructions that follow.

You don’t have to complete your application all at one time. After you have initiated your application as described above, you can save your work and exit the Web Grants system at any time, with one exception. **Once you start a Budget Worksheet, you will need to complete that worksheet and the associated Scope of Work section to save your data. If you exit the application prior to completion of an active Budget Worksheet, all data entered in that Budget Worksheet and Scope of Work will be lost, and you will need to reenter.** When you log back in, simply click on “**My Applications**”, then click on the application link under the column headed “Title”. This will take you to the main application components screen, and you can continue where you left off.

Step 1) General Information Component (revised for FY 2016)

- 1) From the main components screen, click on “**General Information**”
Note: your application is assigned an **ID** number and **Title** by default
- 2) **Application Type** – Select “**Initial**”
- 3) **Counties** – **Check all that apply or, if your organization provides services in all counties, check “State-wide”**
- 4) **Project Manager** – from the drop-down menu, select the registered user filling out the application
- 5) Select **Yes** or **No** for question #1 to indicate if your agency is a Medicaid-Eligible Provider.
- 6) **For non-profit organizations only**, select **Yes** or **No** for questions 2(a), 2(b) and 3.

Then click the “**Save**” button in the upper right hand corner of the Web Grants toolbar. This will save the general information about your organization and complete this component of your application.



- 7) Next, click on the “**Continue**” button. This will take you back to the main components screen. You should see a checkmark “√” indicating the General Information component is complete.

Step 2) Continuum of Care Component (revised for FY 2016)

- 1) From the application main components screen, click on “**Continuum of Care**”
- 2) Click “**Yes**” or “**No**” for each of the five main questions. Follow the instructions for each question carefully, and provide additional information as indicated.
- 3) Once you have answered all five questions, click on “**Save**”, then click “**Continue**” to return to the main components screen. You should see a checkmark “√” indicating the Continuum of Care component is complete.

Step 3) Attachment Checklist

- 1) Click on “**Attachments Checklist**” to view the list of required documents. All applicants must electronically submit the following:

- ☐ Most recent Audited Financial Statement
- ☐ List of Current Board of Directors
- ☐ Agency Program Summary

- 2) To attach the above documents to your application, click on “**Continue**”, then “**Attachments (0)**” at the bottom center of the components list. In the description text box, type a brief description of the first document, such as “Financial Statements” or “Board Roster”
- 3) Click “**Browse**” to find the file on your desktop or hard drive that you want to attach
- 4) Select the file you want to attach and click “**Attach File**”.

Notes regarding the optional Agency Program Summary attachment:


The Agency Program Summary attachment should include general narrative information about your organization (service locations, the programs you administer, your staff and qualifications, the clientele your agency serves, etc.). Please describe how your agency increases clients’ access to income from mainstream benefits or employment and enhances community involvement. Include relevant staff training and tangible opportunities that you offer or facilitate on behalf of your clients.

- 5) Repeat steps 2-4 for each file you want to attach. After you have attached the three required files, click “**Continue**”. This will take you back to the main components screen, and you should see a checkmark indicating the Attachments component is complete.

Step 4) Budget Worksheet Component

From the application main components screen, click on “**Budget Worksheet**”

Click the “**Add**” button along the top of Web Grants tool bar

Click on the down arrow “” to the right of “Program Category” and, from the drop-down menu, select a **Program Category** under which you want to request funding. (**Please review the Unified Funding Definitions document before selecting a Program Category**). The following selections appear in the Program Category drop-down menu:

- Street Outreach
- Emergency Shelter
- Transitional Housing
- Homelessness Prevention
- Rapid Re-housing Assistance
- Permanent Housing Services
- HMIS
- Daycare*
- Mass Feeding*
- Emergency Home Repairs – Disabled Access*
- Emergency Home Repairs – General*
- Rehabilitation/Renovation*
- Accessibility Design*
- Other (Note: you must request approval to apply for funding for a program category not listed in the drop-down menu. Please contact Tamera Kohler at tkohler@utah.gov for permission to apply under “Other”).

* Indicates Program Category not prioritized by the Allocation Committee for FY 2016.

NOTE: in Scope of Work question #4 you will be asked to select what specific service or activity you are requesting funding for (such as Case Management, Essential Services, Operations and Maintenance, Financial Assistance-Housing or Other Supportive Service). Please select the most appropriate Program Category that this service or activity will be provided under. Refer to the Unified Funding Definitions document for more information regarding services and activities.

You may apply for multiple activities/services under the same Program Category. For example, under the Program Category Rapid Re-housing you may apply for financial assistance (rent, deposits & utilities), case management and essential services. However, **you will need to complete a separate Budget Worksheet and Scope of Work section for each service or activity.**

Warning: Once you start a Budget Worksheet, you must enter all data in both the worksheet and scope of work sections and Save before exiting the system. All data entered will be lost if not fully completed.

If you operate more than one program/project, or have more than one location where services are provided, you should segregate the programs/projects. For example, if you have an emergency shelter for men, a separate facility for women, and another facility for families, select Emergency Shelter from the Program Category drop-down menu and enter the budget and scope of work information separately for each program/project/location.

The Budget Worksheet component has two sections: 1) Budget Information; and 2) Scope of Work.

Step 4a) - Budget Information

For all line items, enter the actual information from state fiscal year (July 1 through June 30) 2013-2014; your projections for the current state fiscal year 2014-2015; and your request for new funds and other estimates for state fiscal year 2015-2016.

- 1) **Total Annual Service Units Provided:** Enter the number of Service Units provided under each column. Service Units are clearly defined in the **FY16 Definitions** document. (e.g. 1,500 case management hours in permanent housing).
- 2) **Total Unduplicated Individuals Served:** Enter the total number of Unduplicated Individuals served under this Program Category (e.g. 20 individuals).
- 3) **Total Agency Budget:** Enter your total annual agency-wide budget, including all programs. Please enter whole dollars only (e.g. \$1,980,000). Note: if you are entering multiple budget worksheets, the amount entered for Total Agency Budget should be the same on all worksheets.
- 4) **Total Program Category Budget:** Enter the total budget for the service or activity for which you are requesting funds. For example, if your agency provides case management services under the Program Budget Categories Permanent Supportive Housing (PSH), Emergency Shelter (ES), and Transitional Housing (TH), when completing the Budget Worksheet for PSH-Case Management, include the total case management budget for the PSH category only. Amounts received from **Funding Partners** for the service or activity should be entered in Scope of Work question #9. Please enter whole dollars only. **Note: if you are applying for more than one service or activity under a single Program Budget Category, the amount entered on the line “Total Program Category Budget” will most likely be different for each Budget Worksheet.**
- 5) **Value of In-kind Contributions:** Enter the dollar value of any in-kind donations or services included in the amount you entered for Total Program Category Budget. This is calculated by totaling general volunteer hours multiplied by the minimum wage, professional services at the prevalent rate, and the market value of tangible property donations. Please enter whole dollars only (e.g. 60 volunteers, 10 hours each, at \$7.25/hour = \$4,350).
- 6) **Award Request:** Enter the amount of award received or requested (depending on the year) from this Unified Funding grant application process for FY 2013-14 and FY 2014-15. Please enter whole dollars only (e.g. request for \$45,000 for case management).
- 7) **Administration Costs:** Enter the amount of administration costs (if any) included in the Award Request. Please enter whole dollars only (For example, an agency using 5% for administration costs out of a \$45,000 award would enter \$2,250 for this item).

We highly recommend you click on “Save” after entering the data for each Budget Worksheet and related Scope of Work section to check for errors. A pop-up message will appear if any of the formulas has a problem that needs to be corrected.

WARNING! Web Grants will prevent you from saving your Budget Worksheet and submitting your application if one or more of the following mathematical formulas are violated:

Award Request + Value of In-kind Contributions must be less than or equal to Total Program Category Budget

Value of In-kind Contributions + Total Program Category Budget should never exceed Total Agency Budget

Award Request + Value of In-kind Contributions + Total Funding Partners (Scope of Work question #9) must be less than or equal to Total Program Category Budget

After you have entered all the required data, click “**Save**”. Other data fields will then appear at the bottom of the budget worksheet (i.e. leveraging ratios, per unit service expenditures, etc.) with values that are automatically calculated from what you entered in Steps 1 through 7.

Step 4b) - Scope of Work

- 1) Please enter your program or project name
EXAMPLE: Pamela’s Place
- 2) Please enter the title for Program/Project if tracked in the Utah Homeless Management Information System (HMIS):
**EXAMPLES: Pamela’s Place ESG State
Sunrise Metro**
- 3) Please specify how requested funds, if awarded, would be used. Check all that apply:
 - ☐ **Maintain Existing Services** (previously operated program and funded from any source)
 - ☐ **Expand Existing Services** (requesting significant increase in funding to serve more individuals in previously operated and funded program)
 - ☐ **Start New Services** (program not previously funded from any source; new service or activity to be offered by organization)
- 4) For this specific Program Category, please indicate the specific service or activity for which you are requesting funding (**SELECT ONLY ONE**). Reminder: If you want to request funding for more than one service or activity under the selected Program Category, you will need to complete a separate Budget Worksheet and Scope of Work section for each service or activity.
 - ☐ Essential Services (tangible items)
 - ☐ Case Management
 - ☐ Operations and Maintenance
 - ☐ Financial Assistance – Housing (rent, deposits, utilities)
 - ☐ Other Supportive Service (contact Tamera Kohler)

In the free-text box, explain exactly how the funds, if awarded, will be used for the selected service or activity (**YOU MUST FOLLOW EXAMPLE IN INSTRUCTIONS**). Please limit your response to 500 characters, including spacing. If funding is awarded, this section will be merged into the Contract Scope of Work for this Program Category:

EXAMPLES:

- Essential Services –bus tokens, documentation fees, blankets, socks, and other tangible items
- Case Management - a portion of salaries and fringe for 2 full time case managers and 1 licensed clinical social worker (LCSW)
- Operations and Maintenance - space costs such as utilities, insurance, minor repairs and maintenance, and wages for 1 part-time intake worker
- Financial Assistance - direct housing assistance such as rent, security deposits, first and/or last month’s rent, rental application fees, and payments for credit reports
- Other Supportive Service – provide appropriate description

- 5) Please explain the expected client outcomes for this Program Category. This section should be short and concise (please limit your response to 1,000 characters, including spaces). Refer to the FY16 Definitions document and Pema’s Power Point presentation for examples of how to calculate and define the outputs and outcomes of your program service or activity.

EXAMPLE:

Output

Provide 2,080 Hours of Case Management to 40 homeless individuals in Permanent Housing

Outcome

40 homeless individuals will be linked to services needed to maintain stable housing or income or other desired activities

- 6) Please explain how you will measure the results of the outcomes listed in Question #5 and provide a brief description of the method your agency will use to track the outputs and outcomes listed (i.e. HMIS or other comparative). Please limit your response to 1,000 characters, including spaces:
EXAMPLE: HMIS (Client Track). Other outcomes data is tracked in MS Excel Worksheets
- 7) For this service or activity, is your organization willing to accept Federal funds and comply with the associated reporting requirements? Select **Yes** or **No**?
 Select “**No**” if your organization does not currently have in place a financial management system to segregate all revenues and expenditures related to the specific Program Category and service or activity for which you applied. Also select “**No**” if your organization would not be able to provide the performance and outcome data required in reports submitted to Federal agencies.
- 8) If you are applying for funding for case management services (question #4) under any of the Program Categories, please include: 1) the caseload for your program; and 2) the position of the case managers in the program regardless of funding.
EXAMPLE:
 1) The caseload for this program is 25 clients to 1 case manager
 2) There is one full-time lead case manager (LCSW), four full-time case managers all with Bachelor’s degrees, and two Vistas
- 9) Provide detailed information on your funding partners for this Program Category. These are estimates for the current State fiscal year ending June 30, 2015 and projections of financial support for the upcoming fiscal year July 1, 2015 – June 30, 2016.
EXAMPLE:
- | <u>Funding Partner</u> | <u>Est. Funding FY15</u> | <u>Projected Funding FY16</u> |
|---|--------------------------|-------------------------------|
| U.S. Dept. of Housing and Urban Development | \$80,000 | \$100,000 |
| Daniels Fund | \$10,000 | \$ 10,000 |
- 10) Enter the Contact Information (telephone number and email address) for the person(s) who can answer questions about this program service application.

Once you have completed all data fields in the Budget Worksheet and answered all questions in the Scope of Work section, click “**Save**” in the upper right hand corner of the Web Grants tool bar. Remember, you will need to complete a separate Budget Work Sheet and Scope of Work for each service or activity you are applying for, whether under the same or a different Program Category. To start another Budget Work Sheet, click “**Back**”, then click “**Add**” and repeat steps 1 through 10.

Once you have saved a completed Budget Worksheet and scope of work for each of the programs/projects that you are applying for, click “**Continue**”. This will take you back to the main “Components” screen. You should see a checkmark indicating the Budget Worksheet component is complete.

Congratulations, you’re almost done! Once you have “earned” checkmarks for completing each of the four application components, click on “Preview” to review your completed application. If you notice something you need to change, you can re-open any of the four components to make your final edits.

Step 5) Submission

Applications are due no later than 5:00 P.M. Friday, March 27, 2015

IMPORTANT: You MUST submit your completed application online, including the required attachments, electronically via Web Grants (do not mail your application to SCSO). This is accomplished by clicking on the “Submit” button. An application submitted without the required attachments will be rejected.

[Preview](#) | [Withdraw](#) | [Submit](#)

Please make every effort to submit your application early. We encourage you to contact our office should you encounter any difficulties in navigating the application. **No exceptions will be made for applications not submitted by the stated deadline!**